

## Section 511 for Individuals Currently Earning Subminimum Wage

Documentation	Entity Responsible	Deadline
Documentation of <b>career counseling</b> will be completed on SFN 685 (Section 511 Subminimum Wage Review) and a letter will be sent to the individual and/or guardian summarizing the results of the career counseling.	VR Agency	Documentation of the career counseling must be provided to the individual within <b>45 calendar days</b> after completion (90 days under extenuating circumstances)  Note: The SFN 685 will be copied by the employer. The original will be maintained by the 14 (c) employer and a copy provided to VR.
If an individual and/or guardian refuse to participate in career counseling, the VR program must document this refusal on SFN 686 (Refusal of Career Counseling Services).	VR Agency	Documentation of refusal must be provided to the individual within <b>10 days</b> of the refusal.  Note: If an individual refuses career counseling, he or she <b>cannot enter or continue working in</b> subminimum wage employment.
Individuals newly hired by an employer/agency, regardless of age, must receive career counseling every six months the first year of employment, and annually thereafter.  Documentation of <b>career counseling</b> will be completed on SFN 685 (Section 511 Subminimum Wage Review) and a letter will be sent to the individual and/or guardian summarizing the results of the career counseling.	VR Agency	VR has <b>30 days</b> to conduct the initial interview once they are known to VR.  Documentation of the career counseling must be provided to the individual within <b>45 calendar days</b> after completion (90 days under extenuating circumstances)  Note: The SFN 685 will be copied by the employer. The original will be maintained by the 14 (c) employer and a copy provided to VR.
14(c) Employers are required to provide information to their employees regarding self-advocacy, self-determination and peer-mentoring training.	14 (c) Employer	Conducted annually.  Note: <b>Employers with less than 15 employees</b> may refer their employees to DVR for self-advocacy, self-determination, and peer mentoring training opportunities available in the individual's geographic area.